

Stakeholder Leadership Team (SLT)

Roles and Responsibilities

Stakeholder Leadership Team (SLT)

Purpose

Serves as the statewide cancer coalition working to address cancer across Pennsylvania. Plan, develop, implement and evaluate the Pennsylvania Cancer Control Plan on behalf of the Pennsylvania Cancer Control, Prevention and Research Advisory Board (CAB).

Roles and Responsibilities

1. Review cancer surveillance data and set PA cancer control priorities based on data and National Comprehensive cancer Control Program (NCCCP) requirements.
2. Identify areas and populations of high need to target cancer control interventions and evaluate the effectiveness of these interventions.
3. Identify evidence based approaches to cancer control related to selected cancer control priorities.
4. Strengthen coalitions and partnerships by exchanging information, and identifying and utilizing resources.

SLT Meetings: Quarterly (March, June, September, December) 1:00-4:00 in Harrisburg, PA

Coalition Membership:

- Membership of the SLT shall include organizations strategically positioned to effectively implement Cancer Control activities plan.
- Members shall represent population sub-groups that experience health disparities, other cancer program components, and chronic disease and risk factor programs, other non-health sectors to include government agencies, professional associations, academic/medical institutions, business/industry, political leaders, patient advocates, and community-based organizations.

Levels of Membership:

Members may join at no cost to the member or organization. Members may select either an active or informational membership.

Active: Must attend one in-person meeting; eligible for funding (when available). Eligible to vote on coalition activities.

Informational: No meeting requirement; not eligible for funding; will receive all correspondence and information from the SLT Quarterly Meetings: Workgroups are established to effectively execute selected cancer control priorities. Workgroups meet every 4-6 weeks via teleconference.

SLT Cancer Implementation Workgroups:

1. Access to Care –Transportation
 2. Palliative Care/Survivorship
 3. HPV related cancers
 4. Breast Cancer
 5. Colorectal Cancer
 6. Lung Cancer/ Tobacco Use
 7. Prostate Cancer
 8. Communications
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SLT Executive Team

Purpose

The Executive Team is comprised of the SLT Co-Chairs, Workgroup Committee Chairpersons, PA DOH staff. The SLT Leadership Team manages, directs and coordinates implementation activities of the coalition by establishing priorities, recommending processes and making decisions.

SLT Co-Chair

Roles and Responsibilities

- Provide the overall leadership for the PA Stakeholder Leadership Team Cancer Coalition
- Attend and lead the SLT Quarterly meetings
- Plan and lead the SLT Executive Team quarterly teleconference meetings
- Attend the quarterly CAB meetings and provide updates on workgroup activities
- Set priorities for the SLT and cancer plan in collaboration with DOH staff and the CAB
- Make recommendations for SLT workgroup leaders in collaboration with DOH staff
- Oversee the progress of the SLT workgroups in regards to the PA Cancer Control Plan
- Mediate disputes within the SLT

Method of Selection: Nomination by an active member of the SLT; Voted on by the SLT active membership.

Term: 2 years (staggered)

Workgroup Committee Chairpersons

Purpose: Responsible for the overall leadership and direction of the SLT workgroups.

Roles and Responsibilities

- Leads workgroup meetings.
- Develops activities for the cancer control work plan
- Develops workgroup meeting agendas in collaboration with PA DOH staff
- Provides input on data needs and evaluation
- Assists with assessment and evaluation cancer plan activity effectiveness

Method of Selection: The SLT Co-Chair(s) in consultation with the PA DOH will appoint leaders to serve on each workgroup committee and ad-hoc taskforce.

Term: 2 years (staggered)

PA DOH Staff:

Purpose

Provides the administrative support and technical assistance to the coalition and Executive Team. In collaboration with the Coalition, PA DOH staff develops priorities and activities for the cancer control work plan, sets educational priorities for the SLT and develops meeting agendas.

Roles and Responsibilities

- Schedules the workgroup meetings
- Assists with agenda preparation
- Provides cancer surveillance data to the SLT for planning, implementation and evaluation
- Provides updates to the SLT on PA DOH priorities and events
- Provides educational opportunities to the SLT; secures speakers
- Supports the work of the cancer control workgroups

Method of Selection and Term

At the discretion of the PA Division of Cancer Prevention and Control

Contact Person: Joanna Stoms, Cancer Plan Manager, jstoms@pa.gov (717) 547-3213